

## **GLOSSARY**

### 1000 GLOSSARY IN TERMS USED IN SCOUTING

#### 1000.1 INTRODUCTION

The same fundamental principles are the basis of Scouting in all associations.

But the words used by associations to describe their leaders, their young members, their sections, their committees and so on, differ from association to association - even when English is the first language of the countries concerned.

This is inevitable. Each association is bound to adapt Scouting to satisfy the needs of its own country - and this will inevitably lead to variations in organisation, in administration - and in terminology.

This general glossary is designed to facilitate communication between people involved in Scouting at international level.

It is an attempt to establish an international Scout vocabulary. It is not an attempt to standardise terminology throughout the Scouting world in that associations, even English speaking ones, should adopt this terminology. They should continue to use whatever terminology suits them best.

Section 1002 contains a glossary of terms used in management and training.

#### **ADMINISTRATOR**

An adult working at any level from association level to Unit or Group level, whose job is to administer rather than to provide training for adults or programme for young people. In carrying out his/her tasks, he/she works with other adults, including Unit Leaders and Group Leaders.

#### **ADVANCED COURSE**

The second and usually final training course attended by a Unit Leader (unless a Unit Leader is required to attend an Introductory Course before the Basic Course - in which case it would be the third training course attended by a Unit Leader). The training syllabus is usually designed so that it satisfies the training needs of a Section Leader.

AREA (SEE PROVINCE)

ASSISTANT SECTION LEADER

An adult leader who assists a Unit/Section Leader.

ASSOCIATION

An autonomous body set up to provide Scouting for the young people of a country. (See also FEDERATION).

BASIC COURSE

The first training course attended by a Unit Leader (unless a Unit Leader is first required to attend an Introductory Course - in which case it would be the second training course attended by a Unit Leader). The training syllabus is usually designed so that it satisfies the training needs of an Assistant Section Leader. Also called a Preliminary Course.

CHAIRMAN (see ADMINISTRATOR)

COMMISSIONER

An adult who supervises, in some respect or other, the Groups and/or Units in a District, or the Districts in a Province, or the Provinces in an Association. As an adult, a commissioner is a leader of other adults, especially Group Leader, and/or Unit Leaders, and/or other commissioners.

COUNTY (see PROVINCE)

A training course for adults who have a role in helping other adults to learn. Adults involved in training need to develop skills in presenting, facilitating small groups, skill training for the whole range of practical skills required in Scouting. Other functions required, which may be covered in a training course for trainers, are directing training (leading a training course) and managing training (managing the training function) in a County, region or nationally.

DISTRICT

A geographical area containing a number of Groups and/or Units.

DISTRICT COUNCIL

The highest decision making body of a District. It usually includes representatives of the Groups and/or Units and other people interested in the welfare of the District.

#### DISTRIC EXECUTIVE COMMITTEE

A District Council might delegate some of its tasks to a Committee elected from amongst its members. This would be called a District Executive Committee.

#### FEDERATION

If there are two or more associations in a country, they may form a federation for the purposes of co-ordination. In such cases, it is this body which is officially recognised by the World Conference.

#### GROUP

A number of Units working together so as to provide continuity between the sections. For example, two Cub Scout Packs, one Scout Troop and one Rover Crew would form a Group.

#### GROUP COUNCIL

The highest decision making body of a Group. It usually includes representatives of the Unit Leaders and other people interested in the welfare of the Group. It may delegate some of its tasks to a committee elected from amongst its members. Such a committee would be called a Group Executive Committee.

#### GROUP EXECUTIVE COMMITTEE (see GROUP COUNCIL) GROUP LEADER

#### GROUP LEADER

The adult who supervises the Units forming a Group. As an adult, the Group Leader is a leader of other adults, especially the Unit Leaders of the Group.

#### GROUP LIFE

Group life is the result of applying the Scout Method, where the special atmosphere created enables anyone coming into the Scout Unit to have a unique experience.

#### INITIAL TRAINING

Training undertaken by a leader on appointment, up to and including an Introductory Course. Except for the Introductory Course, such training is usually informal training.

#### INTRODUCTORY COURSE

The first training course attended by a Unit Leader or commissioner if they are new to Scouting. This first training course may also be called, Initial Course, Explanatory Course, General Information Course or Information Course.

#### NATIONAL COUNCIL

The highest decision making body of an association. It usually includes representatives of the provinces or counties and other people interested in the welfare of Scouting.

#### NATIONAL EXECUTIVE COMMITTEE

A national council might delegate some of its tasks to a committee elected from amongst its members. This would be called a National Executive Committee.

#### NATIONAL SCOUT ORGANIZATION

The name given to the officially recognised body set up to provide Scouting to the young people of a country. A National Scout Organization may consist of more than one association, in which case these are formed into a Federation. Only one National Scout Organization is recognised per country.

#### NATIONAL TRAINING COMMISSIONER

A person responsible for managing the training function in an association.

#### PRELIMINARY COURSE (SEE BASIC COURSE)

#### PROGRAMME

The totality of the experience proposed to young people:  
What – what the young person does in the Movement, i.e. the activities  
How – the way in which it is done – i.e. the METHOD.  
Why – the educational objectives, in accordance with the fundamental principles of the Movement i.e. the PURPOSE.

#### PROGRAMME CYCLE

Programme cycle is therefore a framework for activities, representing a tool for participatory planning where young people given the opportunity participate in all of the decision-making concerning group life.

## PROVINCE

A geographical area containing a number of Districts called, Area, County or Local Council.

## PROVINBCIAL COUNCIL

The highest decision making body of a Province. It usually includes representatives of the Districts and other people interested in the welfare of the Province.

## PROVINCIAL EXECUTIVE COMMITTEE

A Provincial Council might delegate some of its tasks to a committee elected from amongst its members. This would be called a Provincial Executive Committee.

## REGION

Grouping of National Scout Organizations from adjacent countries formed to further Scouting in the countries concerned.

## REGIONAL CONFERENCE

Representatives of the National Scout Organisations of a Region meeting regularly. The highest decision making body of a Region.

## REGIONAL COMMITTEE

The Regional Conference delegates some of its tasks to a committee elected from amongst its members. This is the regional committee; it is supported by the Regional Office of the World Scout Bureau, which acts as its secretariat.

## SCOUT GROUP (SEE GROUP)

## SCOUTING SKILL

A skill needed in carrying out the programme. Also called Scouting technique, Scout skill or Scout technique.

## SCOUTING TECHNIQUE (SEE SCOUTING TECHNIQUE)

## SCOUT LEADER

The Section Leader of a Scout Troop.

## SCOUT MOVEMENT

All the National Scout Organizations represented at the Conference and all their members, both young people and adults. Sometimes called the Movement.

## SECTION

The main age groupings of young people are known as sections, e. g. Cub Scout Section, Scout Section, etc. Most Associations divide the programme into three or four sections.

## SECTION LEADER

The adult leader of a Unit.

## SELF-DIRECTED LEARNING

It is a process in which the person acquires knowledge by his or her own efforts and develops the ability for inquiry and critical evaluation. The educational responsibility lies entirely on the person.

## WOOD BADGE

Insignia awarded to Unit Leaders on completion of the training pattern prescribed by an association for their Unit Leaders. Traditionally, the Gilwell Woggle is awarded on the completion of the Basic Course and the two Gilwell beads and the Gilwell Scarf are awarded on the completion of the Advanced Course (and any other Unit Leader Training requirements, e.g. training studies and in-service training). This recognises demonstrated and currently used competences and should have a set validity period with a date of expiry.

## WORLD SCOUT BUREAU

The secretariat of the World Scout Conference, World Committee and its standing committees.

## WORLD COMMITTEE

The World Scout Conference delegates some of its tasks to a committee elected from amongst its members. This is the World Committee.

## WORLD SCOUT CONFERENCE

Representatives of all the National Scout Organizations meeting regularly, normally every four years. The highest decision making body of the Scout Movement.

## 1002 GLOSSARY OF TERMS USED IN MANAGEMENT AND TRAINING

Scouting, like all areas of work, has its own particular words and language.

Management and training also has its particular 'language', seen occasionally as jargon.

Scouting, however, makes use of resources, books, etc. from management and other training organisations. This glossary is provided to help define some of terms used by Scouting and the wider world of training and management.

#### ACTIVITY -1.

In training terms, any procedure designed to stimulate learning by first hand experience or by inquiry, experiment or analysis.

2. In programme terms, it includes everything in which young people participate whether individually or in groups.

#### AIM

A general statement of intent. Sometimes called a goal or purpose. Usually written in trainer terms, e.g. what the trainer wishes to achieve.

#### APPRAISAL

A measure of performance between individuals carrying out a task over a period of time setting targets and activities for the future.

#### ASSESSMENT

A process of reviewing evidence and making judgements about that evidence.

#### ASSESSOR

A person who carries out assessments.

#### ATTITUDE

Behaviour or manner of acting which represents feeling or opinion.

#### AUDIO-VISUAL AID

A training aid that helps in training by using the senses of sound and sight. It includes sound films, slides and films linked with records, tapes, radio broadcasts, television broadcasts, videotapes and closed circuit television.

#### BASE

A training method in which the participants, usually divided into a number of groups, visit a series of bases or places, spending a limited

period at each. By having as many bases as groups, it is possible for the groups to move from base to base without pause. At each base, there is a short training session. The training sessions are normally chosen so as to provide cumulative training in a particular aspect of skill training. For example, a series of four bases devoted to Scouting skills might deal with tents, fires, cooking and sanitation. The most appropriate training method would be chosen for use at each base, but traditionally the demonstration is the most common method in use. The base method, used in this way, is, in effect, a series of related formal sessions. On the other hand, if participants merely practise skills at each base (and this is an alternative), it would be a series of related informal sessions.

## BEHAVIOUR

Manner of conducting oneself or the manner in which a group conducts itself.

## BRAINSTORMING

A training method used as a means of finding solutions to problems or as a means of obtaining ideas. A small group of participants, with or without conscious knowledge of the subject, meets and submits any solution or idea that occurs to them, no matter how strange or impossible it may sound. Later, all the solutions or ideas are examined and assessed. As a training session, it would constitute an informal session involving group work.

## BUZZGROUP

A training method used as a means of promoting the quick exchange of ideas. The participants are divided into small groups, usually twos or threes. The small groups meet for a short period, possibly as part of a longer training session, to consider a simple question or problem. The ideas, thus exchanged, may then be presented to the other participants by each of the small groups in turn, so promoting farther discussion by all the participants. As a training session, it would constitute an informal session involving group work.

## CANDIDATE.

1. A person being assessed, possibly providing own evidence of competence.
2. A person taking an examination or test.

## CASE STUDY

A training method in which a real situation a series of actual events is presented to the participants, either orally or by a handout, for their analysis and for them to consider possible solutions to the problems they identify.

Their findings may then be compared with the way in which the real situation or actual events subsequently developed. As a training session, it would constitute an informal session, possibly including group work.

#### COACH

A consultant to a group under training who assists their development by observing and analysing their behaviour and method of operation - commenting on what has been observed.

#### COMPETENCE

The ability to carry out a task or function to an agreed standard.

#### CONCEPT

An abstract idea or thought, or a series of abstract ideas or thoughts, which leads to insight and understanding.

#### COOPERATIVE GAMEA

Game in which there are no winners or losers simply enjoyment, fostering the notion of co-operation between people.

#### CONCENSUS

A general agreement supported by the majority of the members of a group.

#### COUNSELLING

Helping people with difficulties come to a decision without usurping their right to determine their own course of action nor their responsibilities for the consequences of it.

#### COUNSELLOR

A person skilled in counselling. The counsellor makes a relationship with another person so as to help that person to come to terms with themselves, to look sensibly at their own situation, and thus to solve their own problem.

#### DEMONSTRATION

A training method in which a person, or a number of people, shows participants how they should carry out a task or tasks. The tasks usually concern Scouting skills; nevertheless, this training method can be used

for other aspects, e.g. counselling. After the demonstration, the participants must practise the tasks themselves.

#### DIRECTIVE APPROACH

An approach to group work in which the person responsible for the leadership of the group decides everything on behalf of the members of the group. The leader decides on the aim of the group, determines how it will be achieved, directing the members of the group in their actions and so successfully achieving the aim, by means decided entirely by the leader.

#### DISCOVERY LEARNING

A training method in which participants are presented with a task which requires them to make their own decision as to how it might be carried out. The success of discovery learning depends on the design of the task. It should be designed to provide an effective learning experience, largely through self-training. In this respect, the person setting the task should choose the best task for each situation, check progress, ask the right question at the right time and help the participants only when asked to do so. Discovery learning is, to some extent, controlled by the person who sets the task and, therefore, it is sometimes called guided discovery. An exercise or project, when presented and developed on these lines, is a more formal form of discovery learning. This method can be used with individuals and groups, although self-learning might be reduced in a group situation.

#### DISCUSSION

A training method in which a group examines or explores a topic by means of an exchange of views. It can take many forms and be promoted in many ways, (e.g. buzz groups, case study and role play). The participants, as a group, are active in creating for themselves, a learning experience which, because of their own participation is effective for them. As a training session, it would constitute an informal session involving group work. Sometimes called group discussion or guided discussion.

#### EDUCATION

Activities, which are designed to develop the knowledge and the understanding, required in all walks of life, rather than simply the knowledge and the skills relating to one job only (which is the concern of training). The aim of education is to provide the experiences necessary for young people and adults to develop a knowledge and an understanding of the values, traditions and ideas influencing the society in which they live, of their own and of other cultures, and of the laws of nature; and to acquire linguistic skills which are basic to learning, personal development, creativity and communication.

#### EMOTIONAL INTELLIGENCE

Emotional intelligence is the ability to perceive emotions, to access and understand emotions that is knowing how to separate healthy and unhealthy feelings and how to turn negative feelings into positive ones

ENVIRONMENT  
All the conditions or influences surrounding a person on a training experience.

#### EVALUATION

The process of determining the extent to which set objectives have been achieved.

#### EXERCISE

A training method in which the participant is asked to undertake a specific task leading to a specific request along lines laid down by the person setting the task. It is used most often to give participants an opportunity to practise something which has previously been explained or shown to them, so improving their skill in that particular respect, (e.g. following a demonstration, lesson or talk). As a training session, it would constitute a formal session and, depending on whether the exercise was carried out individually or in groups, it would involve group work.

#### FEEDBACK

Information about the results of an action with the implication that it will be used in evaluation and, if necessary, lead to some adjustment in the action.

#### FLEXIBLE

Able to be changed easily.

#### FORMAL GROUP

A term used in group dynamics for a group where the requirements for membership are openly stated and strictly applied.

#### FORMAL SESSION

A training session where the structure is inclined to be inflexible.

#### FORMAL TRAINING

Training which has a formal structure, e.g. training courses, training studies; these are, in effect, a series of related and structured learning experiences.

#### FORUM METHOD

A means whereby people are given opportunities to become involved in determining activities and making decisions concerning other matters which they choose to discuss.

#### FUNCTION

The actions appropriate to a task, job, or role.

#### GROUP

Two or more persons working together for an agreed purpose. Training is often carried out in small groups (usually from six to eight people) because such groups are conducive to learning.

#### GROUP DYNAMICS

The study of the interaction of people as members of a group, (i.e. the group process) and of the behaviour of groups in general.

#### GROUP FOCUS

The nature of the stated or unstated aim of a group.

#### GROUP NORMS

A generalisation concerning the behaviour expected of members of a group in situations of importance to the group.

#### GROUP PROCESS

The interaction of people as members of a group.

#### GROUP WORK

1. A training method that calls for the participants to work in small groups often with a tutor/facilitator.
2. When a person intervenes in the interaction of people who are members of a group and, because of their knowledge of the group process, is able to provide leadership to the group and/or to provide learning experiences for the members of the group, it is called group work.

#### HANDBOOK

A set of written notes, sometimes illustrated, specifically designed to be helpful to a person carrying out a particular job.

#### HANDOUT/FACTSHEET

Written notes, possibly including diagrams, given as a training aid to participants in connection with a training session.

#### ICE BREAKERS

Games which help people get to know each other. Often used at the start of a course.

#### IMPLEMENTATION

Carrying out tasks established by planning.

#### IMPLEMENTING SKILL

A skill needed in carrying out the tasks established by planning.

Helping individuals and small groups acquire practical Scouting skills.

#### INFORMAL GROUP

A term used in group dynamics for a group where there are no obvious rules concerning membership and there is apparently no clear distinction between those who belong and those who do not belong.

#### IN-SERVICE TRAINING

Any part of training carried out whilst the person concerned is actively engaged on the job. Sometimes called desk training or on-the-job training.

#### INSTRUCTION

A training method or combination of training methods in which the participant learns how to carry out a task by being told how to do it, then by being shown how to do it and finally by doing it by him or herself, usually supervised by someone. Each of these stages might constitute a

separate training session, and a different training method might be used for each training session (e.g. talk, demonstration, exercise). In such a case, the overall method would still be called instruction. It is most useful in skill training.

## INTERACTION

The influence of people on one another.

## IN-TRAY EXERCISE

A training method in which the participant is given a number of letters, messages, circulars and so on, which represent the contents of an in-tray. These are designed to present the participant with a series of tasks, which the participant then analyses, making decisions as to how the tasks should be carried out. Afterwards, these decisions are analysed and evaluated. This is a simple form of simulation.

## JOB

All the tasks carried out by a person in order to complete that person's duties satisfactorily.

## JOB SATISFACTION

Any person carrying out a job, whether for reward or not, has amongst their needs, the need to know that the job being done is being done well and is valued by others as important and useful. If this need is satisfied, the person is said to have job satisfaction.

## KNOWLEDGE

A range of information

## LAISSEZ-FAIRE LEADERSHIP (SEE PERMISSIVE LEADERSHIP)

## LEADERSHIP

The process of helping a group to progress towards the achievement of an aim.

An ability to carry out the functions of leadership to an accepted standard.

## LEADING

1. Carrying out the functions of leadership.
2. Motivating, encouraging and inspiring participants, so that they will readily achieve set objectives.

## LEARNING

A relatively permanent change in personal behaviour that results from experience - including the gaining of knowledge and the development of understanding.

## LEARNING EXPERIENCE

Any situation in which a person undergoes a relatively permanent change in behaviour. A training session is an example of a specially designed learning experience.

## LEARNING ORGANISATION

A learning organisation is an organisation skilled at creating, acquiring and transferring knowledge and modifying its behaviour to reflect new knowledge and insight.

## LECTURE

A training method in which one person conveys information to the participants by talking to them and, by using training aids, particularly visual aids. There is no participation by those listening and watching, and consequently there is little feedback - certainly during the training session itself. As a training session, it would constitute a formal session and does not involve group work. The lecture should not be confused with the lesson, which calls for some degree of participation.

## LESSON

A general term for a training method which incorporates a range of training methods and which is designed to ensure the participation of the participants either individually or as a group. The training methods chosen should be such that they provide, during the period, for sufficient feedback for the structure of the lesson to be modified so as to make the learning experience more successful for those involved. As a training session, it would constitute a formal session. The lesson should not be confused with the lecture, which does not involve participation.

## MANAGING TRAINING

Managing a team of trainers to ensure the effective provision and delivery of both formal and informal training.

## MANAGEMENT

### MANAGEMENT GAME (SEE GAME)

The work of those people engaged in the direction and the control of those processes within an organisation or an institute, which are related to the purpose for which it exists. The people concerned may be working at any level; and anyone, from the head of the organisation or the institution to a front-line supervisor, may be involved in management and be, in this sense, a manager.

### MANAGER

Any person whose job involves management. A manager establishes aims and decides priorities, devising and implementing the means of carrying them out successfully and the means of assessing the results achieved.

### MATURITY

An evolving condition of reaching a statement of development appropriate to age and to environment.

### MENTOR

Someone, usually knowledgeable and experienced who gives personal support advice and instruction to an experienced person in a similar role.

### MODULAR TRAINING

A training pattern such that a person has some choice in the order in which the training content is tackled and possibly some choice between alternative topic in the training content.

### MOTIVE

Reason for progressing toward an aim in order to satisfy a need.

### NEED

A fundamental urge setting up tension within a person until it is released by being satisfied.

### NON DIRECTIVE APPROACH

An approach to group work in which the person responsible for the leadership of the group encourages the members of the group to decide everything for themselves. They decide on the aim of the group,

determine how it will be achieved, deciding on their own actions and so successfully achieving the aim by means decided by them.

#### OBJECTIVE

A precise statement of what a person is expected to be able to do as a result of learning experience. Sometimes called behavioural objectives or learning objectives.

#### ORGANIZING

Arranging a series of learning experiences to achieve set objectives in the most effective, efficient and economical way possible.

#### PARTICIPANT

One who attends a training course.

#### PEER GROUP

A group in which the members are considered to be generally equal to one another in some important respect, e.g. of the same age, drawn from the same social group, etc.

#### PERFORMANCE CRITERIA

Statements, which describe what performance, are required for a particular job.

#### PERMISSIVE LEADERSHIP

A style of leadership in which the person giving leadership tends to be passive and merely a source of information for the group. Sometimes called laissez-faire leadership.

#### PERSONAL SUPPORT

Personal support is, in a sense, an informal learning experience. A person who understands their role and who is, through formal training, well suited to carry out their job, is, nevertheless, in need of the encouragement and the support of a more experienced person. This can only be achieved if the right sort of relationship exists between those concerned and if the less experienced person can speak freely, relating his formal training to his current experience of the job. Often called a personal training adviser (p.t.a.).

#### PERSONAL TRAINING ADVISER (p.t.a.)

A buddy or friend with Scouting experience who helps a new or inexperienced Leader.

## PLANNING

1. Establishing aims and then arranging for them to be achieved in a systematic manner by the most suitable means available.
2. Establishing objectives.

## PRESENTING

Delivering specific training sessions, which form part of the overall training experience.

## PROGRAMME PLANNING

The planning of the activities included in the programmes of the sections of a training experience.

## PROJECT

A training method, which is an advanced form of exercise. The participants are given greater opportunity for initiative and for creative ideas. The participants are asked to undertake a specific task leading to a specific result, but the person setting the task does not lay down how it is to be carried out; this is left to the participants to decide. Depending on whether the exercise was carried out individually or in groups, it might involve group work.

## RELATIONSHIP SKILL

A skill needed in leading and in working with people, i.e. with individuals and with groups. Sometimes called human skill or human relationship skill or inter- personal skills.

## RESOURCE

Help, which can be made available in human or material form on request. A person who can provide knowledge is known as a resource person. Material, usually in written form (but it could include other types of training aid), is known as support material.

## REVIEW

The process of feeding back observations, interpreting them and making plans for the future.

## ROLE

The part, which a person plays in a situation or group.

#### ROLE PLAY

A training method in which two or more members of a group are presented with a situation which they are required to resolve by acting out the roles of those represented in a situation. The way in which the situation is resolved is then analysed and evaluated, usually by the members of the group themselves. This is a simple form of simulation.

#### SELF TRAINING

A person training his or herself by acquiring skills or knowledge, by practising skills, by evaluating their own performance and by learning from such evaluation. These are learning experiences depending entirely on the initiative and abilities of the person concerned.

#### SENSITIVITY TRAINING

A general term used to describe a number of training methods designed to improve the relationship skills of the participants, by increasing their ability to appreciate how others are reacting to their own behaviour, to appreciate the state of relationships between others and to carry out skilfully the personal behaviour required by the situation.

#### SIMULATION

Any training method, which attempts to recreate the environment in which the participant, would normally carry out the job for which the participant is being trained and the situations which might arise whilst carrying out that job. In-tray exercises and role-play are simple forms of simulation games.

#### SKILL

The ability to do something, usually as the result of practice.

#### SKILL TRAINING

Training specifically designed to improve practical skills.

#### SOFTWARE

The material transmitted by the hardware used in a training aid, e.g. the film used in the film projector.

#### SPARE TIME ACTIVITY

During a training course participants may be asked to undertake specific activities during the course, but in their free time. As a training method, such activities are a form of self-training.

#### SPECIAL COURSE

A training course designed to satisfy certain specified and limited training needs in any field.

#### STANDARD

A combination of elements of competence and its associated performance criteria and range statements.

#### STRUCTURE

A definite and fixed pattern or system, which forms a simple framework, which can be used as the basis for further and more detailed planning.

#### STRUCTURE COURSE

A training course with a carefully and precisely defined structure allowing for little flexibility in planning and implementation.

#### SUPERVISION

The provision of personal support on a regular and organised basis.

#### SYSTEM

A system is an assembly of parts linked together in some pattern or organised form, such that the behaviour of the system is changed or affected if any of them leave it.

#### SYSTEMS THINKING

Systems thinking is a framework for seeing the interrelationships rather than individual things. It focuses from seeing the parts to seeing the whole by encouraging us to view things from a big picture perspective.

#### SYSTEM TOOLS

System tools are aids, which help us describe and analyse problems and issues from a systemic perspective.

#### SYSTEMATIC PLANNING

Often referred to in Scouting as NAOMIE, producing a step by step approach to planning.

#### TALK

A training method which is similar to the lecture, except that there may, through questions and answers and possibly through brief discussion, be some participation by the participants and some feedback.

#### TASK

A piece of work or several pieces of work by means of which a specific result is achieved.

#### TASK ORIENTED

When the group focus is mainly concerned with the task or tasks undertaken by the group.

#### TEAM TRAINING

A training session in which the leadership is shared by a number of people working as a team. The combined abilities of such a team can, on occasion, provide more efficient leadership than that provided by one person. Also called co-training.

#### TECHNICAL COURSE

A training course designed to provide skill training, e.g. pioneering, cooking, sailing, forestry.

#### TRAINING

The systematic development of a person so that the person may carry out a given job.

#### TRAINING AID

Any article which helps in training is a training aid in the widest sense (and this would include written material, e.g. books, magazines, handouts), but usually training aid refers specifically to audio aids, visual aids and audio visual aids.

#### TRAINING CONTENT

1. A list of topics to be included in training drawn up as a result of studying the training needs of those to be trained. Sometimes called content of training.
2. List of topics to be included in a training course.

#### TRAINING COURSE

When a group of adults comes together to undergo training, it is usually carried out according to a training syllabus which is divided into series of training sessions. These training sessions can take place in the space of one day, or several days, a week or several weekends. The term training

course is used to describe any form of training which meets these requirements and which involves a number of participants being trained together for a specific period. A training course can be said to be a series of related and structured learning experiences.

#### TRAINING METHOD

Procedure which provides a suitable structure and environment for a learning experience, e.g. base, brainstorming, buzz group, case study, demonstration, in-tray exercise, lecture, lesson, lesson demonstration, programmed learning, project, role play, talk, training study and workshop.

#### TRAINING NEED

The specific needs of people, in regard to carrying out a given job, which can be satisfied by training. These needs and the abilities and skills called for in order to satisfy them, can be classified under three headings: knowledge, skills and attitudes.

#### TRAINING PATTERN

The structure of training in which the stages of training are shown as a progressive series of learning experiences.

#### TRAINING PROVISION

The different types of learning experiences which can be utilised in training, including informal training, personal support, self-training, formal training courses and training studies.

#### TRAINING SESSION

A learning experience with set objectives.

#### TRAINING STUDY

As part of the training pattern, a person may be asked to consider a series of questions or topics concerning the job the person is carrying out. These questions or topics may be studied and answered individually in writing and then read and commented on by a more experienced person; or these questions or topics may be studied and discussed by a group of people at the same stage of training and with similar backgrounds. This latter method is sometimes called a training seminar. Both of these training methods should be structured so as to provide an effective learning experience for those concerned.

#### TRAINING SYLLABUS

The training content of a training course set out in terms of a series of training sessions.

#### TRANSACTIONAL LEADER

A leader whose main purpose is to meet the current needs of his or her followers by ensuring that they clearly understand the clear, motivate them to achieve the goals and rewarding them when they achieved it.

#### TRANSFORMATIONAL LEADER

A leader whose main purpose is to raise the level of motivation and morality beyond the interests of the individuals by developing a vision that brings about a new culture.

#### TUTOR

A person appointed to work during a training course with a group of participants. In leadership of the group, the tutor may adopt either a directive approach or a non-directive approach.

#### TUTOR GROUP

A group of participants formed, during the period of a training course, to work together with a tutor.

#### UNDERSTANDING

The ability to formulate concepts, to apply them to experience and to draw logical conclusions.

#### UNIT OF COMPETENCE

Describes a key area of responsibility within a particular job.

#### VALUES

Those ends which are prized and are considered worth striving for

#### VISUAL AID

A training aid, which helps in training by using the sense of sight. It includes blackboards, charts, felt boards, flip charts, transparencies (on an overhead projector), slides, film strips, silent films and fixed or working models.

#### WORKSHOP

A training method in which groups undertake practical tasks, usually associated with skills.